



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

**1. Agenda Item Number:**

**14**

**2. Council Meeting Date:**  
March 12, 2015

**TO: MAYOR & COUNCIL**

**THROUGH: CITY MANAGER**

**3. Date Prepared:** February 5, 2015

**4. Requesting Department:**  
Management Services

**5. SUBJECT:** Purchase of Office Supplies

**6. RECOMMENDATION:** Staff recommends City Council approve the use of the National Intergovernmental Purchasing Alliance (National IPA) Contract #618-000-11-1 with Office Depot/Max and 1GPA Contract #14-163S with Wist Office Products for the purchase of Office Supplies in a combined total amount not to exceed \$200,000 for the term of April 1, 2015 through March 31, 2016.

**7. BACKGROUND/DISCUSSION:** The City spent approximately \$180,000 last year for office supplies. Purchases are made by every department in the City and orders are placed on a daily basis. Office supply orders are made online with next-day desktop delivery. In addition, City staff only places orders using their Purchasing Card, which contributes to the rebate amount the City receives through the Purchasing Card Program.

**8. EVALUATION PROCESS:** In March 2014, Council approved the cooperative use of the Office Depot/Max and Wist contracts. In January 2015, before recommending continued cooperative use, staff conducted an extensive review and analysis of the available comprehensive office supply contracts. Staff is recommending continued use of the existing contracts with Office Depot/Max and Wist Office Products. Overall capabilities, pricing, delivery, ease of use, availability of recycled products, cost controls, number and variety of products and customer service were all key factors in choosing these contracts. General office supplies are purchased from Office Depot/Max and paper is purchased from Wist.

**9. FINANCIAL IMPLICATIONS:** Funds for office supplies will be from various departments' office supply accounts (5310).

**10. PROPOSED MOTION:** Move to approve use of the National IPA Contract #618-000-11-1 with Office Depot/Max and 1GPA Contract #14-163S with Wist Office Products for the purchase of Office Supplies in a combined total amount not to exceed \$200,000 for the term of April 1, 2015 through March 31, 2016.

**ATTACHMENT:** None

**APPROVALS**

**11. Requesting Department**

Christina Pryor, CPPB  
Purchasing and Materials Manager

**12. Department Head**

Dawn Lang, Management Services Director

**13. Procurement Officer**

Juan Martinez

**14. City Manager**

Rich Dlugas